

Public Health Service

U.S. DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

Organization and Functions of the **NATIONAL LIBRARY of MEDICINE**

National Library of Medicine

The National Library of Medicine assists the advancement of medical and related sciences through (1) the collection, dissemination, and exchange of information important to the progress of medicine and public health, and (2) the provision of support for medical library development including assistance for resources and personnel necessary to serve the health programs and activities of non-profit research and educational institutions.

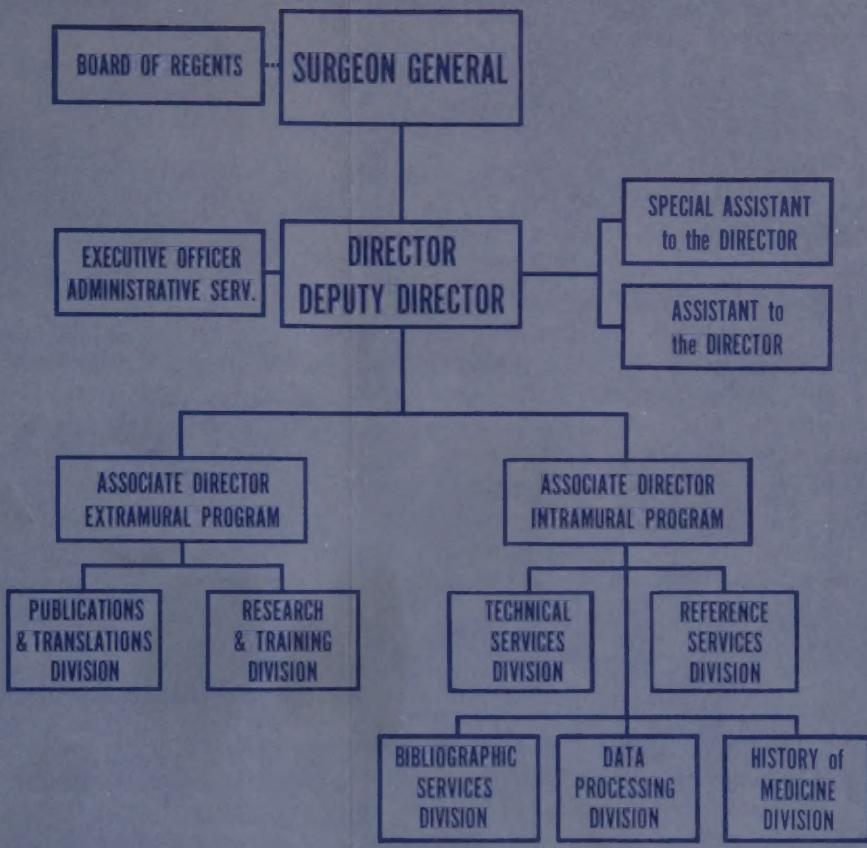
Office of the Director

(1) Directs and coordinates Library activities; (2) advises the Surgeon General on PHS policy relating to the management and control of published scientific information; (3) studies, identifies, and defines needs in biomedical communications; (4) provides the secretariat for the NLM Board of Regents; and (5) provides overall management and administrative services for the Library.

Technical Services Division

(1) Recommends policy on scope and coverage of the collection, (2) acquires and catalogs materials for the collections, and (3) develops and maintains national and international publication exchange relationships.

Organization Plan



Reference Services Division

(1) Provides reference research services, assistance, and facilities; (2) prepares bibliographical publications on special subjects, (3) administers the interlibrary loan program; (4) maintains, circulates, and preserves the Library's collections; (5) provides photographic, photocopying services.

Bibliographic Services Division

(1) Analyzes and indexes for publication the literature of medicine and allied sciences, (2) develops and maintains the medical subject heading authority list, (3) analyzes and prepares requests for special bibliographies for computer processing, and (4) prepares abstracts of articles in special subject fields.

Data Processing Division

(1) Performs systems analyses; (2) develops and maintains computer programs; (3) converts raw data for computer processing; and (4) provides computer services including production of bibliographical publications, demand searches, and recurring bibliographies.

History of Medicine Division

(1) Acquires, organizes, and services the historical source materials of the Library; (2) contributes to historical studies by publishing catalogs, bibliographies, and other aids to medical-historical scholarship; and (3) collects, catalogs, and controls the pictorial materials of the Library including films, prints, photographs, slides, and paintings.

Publications and Translations Division

(1) Facilitates the utilization of recorded information by research scientists and health practitioners through the conduct of support programs including (a) the support of the publication of monographs, critical reviews, directories, abstracts, and bibliographies important to the national health effort, as appropriate to the programs of the National Library of Medicine, and (b) the support of the translation of biomedical literature. (2) Reviews requests for PHS publications support and provides secretariat service to the Advisory Committee on Scientific Publications.

Research and Training Division

Secures improved management of recorded information in the field of biomedical

and related sciences through (1) the conduct and support of studies to improve capability for storing, retrieving, and disseminating biomedical literature; (2) fostering programs to train specialists in the communication of recorded medical knowledge; and (3) supporting scholarship for the development of research monographs, critical reviews, bibliographies, and historical studies related to the medical sciences, as appropriate to the programs of the National Library of Medicine.



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